Annual Report - 1987

Alberta

Legislative Assembly Office

88-04363/

ALBERTA

OFFICE OF
CLERK OF THE LEGISLATIVE ASSEMBLY

313 LEGISLATURE BUILDING
EDMONTON, ALBERTA, CANADA
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June 1, 1988

To The Honourable The Speaker of the
Legislative Assembly

I have the honour to submit the first annual report of the Legislative Assembly Office for the calendar year ended December 31, 1987.

Respectfully submitted,

W. J. David McNeil
Clerk of the Legislative Assembly

LEGISLATIVE ASSEMBLY OFFICE

ANNUAL REPORT

1987

ALBERTA

Prepared for The Honourable Dr. David J. Carter
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

Introduction

The Legislative Assembly Office: in Service to Alberta's Parliament

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The historical origins of the Legislative Assembly Office of Alberta are traceable back to the 14th century in England when the first Speaker was elected by Parliament and the first Clerk appointed. In recent years the Office has sometimes been informally referred to as the Speaker's "department." The current title was made official by the passage of the Legislative Assembly Act in 1983.

The most common misconception about the Legislative Assembly Office is that it is a branch of the government and that its staff are government employees. The government is the executive branch of our parliamentary system and is responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch and is responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly and to the MLAs of opposition and government parties alike.

The Speaker of the Legislative Assembly, who has administrative authority and responsibility similar to those of the ministers of various government departments, does not belong to the cabinet, cannot be asked questions during the Oral Question Period in the House, and cannot participate in debates in the Assembly. The Speaker is elected from among the members of the Assembly and not appointed by the Premier or the Lieutenant Governor. The Clerk is the Speaker's chief deputy and has authority and responsibility similar to those of a deputy minister in government.

The Speaker's responsibility in the House is to maintain order and ensure that business is conducted in accordance with the Standing Orders of the Assembly; administratively, he is responsible for maintaining the records of the Assembly and for providing financial, administrative, information, and other services to the members and to the general public. The duality of House services and administrative services is a unique characteristic of the Office, is evident throughout the Office, and results in the duties, work hours, and physical location of many staff being significantly different during sessions of the Assembly from what they are otherwise.

A further aspect of the unique nature of the Legislative Assembly Office is its direct relationship with a committee of the House, the Special Standing Committee on Members' Services, of which the Speaker is customarily appointed chairman. The committee approves the annual estimates of expenditure for the Office and has authority to modify with respect to the Office statutory provisions governing financial and personnel administration. The Members' Services Committee also has the responsibility to regulate constituency office support and members' allowances, benefits, and group insurance plans, all of which are administrated by the Office.

As well, each of the caucuses of members elected to the Assembly constitutes a branch of the Legislative Assembly Office. Although technically the administration of each caucus office is under the authority of the Speaker, for obvious reasons these branches operate with considerable autonomy. Caucus branches, of which there are now four, are therefore not part of this report, which includes only branches of the Office which are under the full control of the Speaker of the Assembly. However, since the caucuses receive financial, administrative, and personnel services, as well as other support from other branches of the Office, some reference is made to these services in the reports of the other branches. In addition, the consolidated budget estimates of the Office, which are at the end of this report, include the estimates for the caucus branches.

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Overview

CLERK, W.J. David McNeil

A number of very significant changes took place in 1987, both to the organization of the Legislative Assembly Office and to a number of services offered by the Office. The substance of those changes is outlined in the respective branch reports which follow.

The workload generated by 81 sitting days, the most in any year since 1981, and by a proportionally high level of committee activity, provided a major challenge to all branches. That challenge was met within a continuing climate of fiscal restraint.

In February the final report of the Directional Planning Committee was submitted to the Speaker. This report was the culmination of an extensive study done of the Office by a team of employees representing each of the various branches. The Directional Plan, as it is entitled, has served as a guide during the year for the new directions that have been undertaken or planned by the organization. The formulation of a purpose statement for the Office, functional statements for each branch, and new organization charts are among the noteworthy results of the ongoing work to plan and control the future of the Legislative Assembly Office.

The following changes occurred at the management level. A new Director of Administration was appointed in February. In March a second Parliamentary Counsel was appointed to assist with the legal and procedural workload, which had grown increasingly heavy. In April the Sergeant-at-Arms, who had served in that capacity during sittings of the Legislative Assembly for a number of years, became a full-time member of the staff.

The Legislature Librarian, who served as Acting Deputy Minister from January 16 through July 31 while the position of Clerk was vacant, was subsequently promoted to Assistant Deputy Minister/ Legislature Librarian. The Clerk Assistant, who had served as Acting Clerk at the Table throughout the spring sittings, was appointed to her present position in June. A new Clerk was appointed in August. A new position, that of Personnel Manager, was filled in November.

In order to enhance communication among the staff of the Office and to improve service to members, a number of branches were physically relocated to the eighth and ninth floors of the Legislature Annex near the General Administration office. Table officers and staff were temporarily moved back to the Legislature Building for the fall sittings in order to facilitate services to the House.

Another noteworthy aspect of the changes to the Legislative Assembly Office has been the holding of regular meetings of management staff. This practice has aided communication and co-operation among the branches of the Office and has been an essential ingredient in the success of the continuing planning process.

It should also be noted that just prior to the opening of the spring sittings on March 5, major renovations to the Legislative Chamber were completed. These changes included: making the galleries wheelchair accessible; improving fire escape routes from the galleries; adding 45 more seats in the galleries; the general renovation of the sound system, including built-in, low-profile microphones on the members' desks and a new position for the sound console booth just above the main doors into the Chamber; opening up a passageway behind the Speaker's Chair; and installing new carpeting.

A highlight of the year was the celebration of the 75th anniversary of the Legislature Building. The Duke and Duchess of York unveiled a special plaque on July 22, and 89 former MLAs joined currently serving members in a special ceremony in the Chamber on September 3.

Legislative Assembly Office

Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta:

1. To provide assistance and support to the Speaker of the Legislative Assembly in carrying out the duties of office.

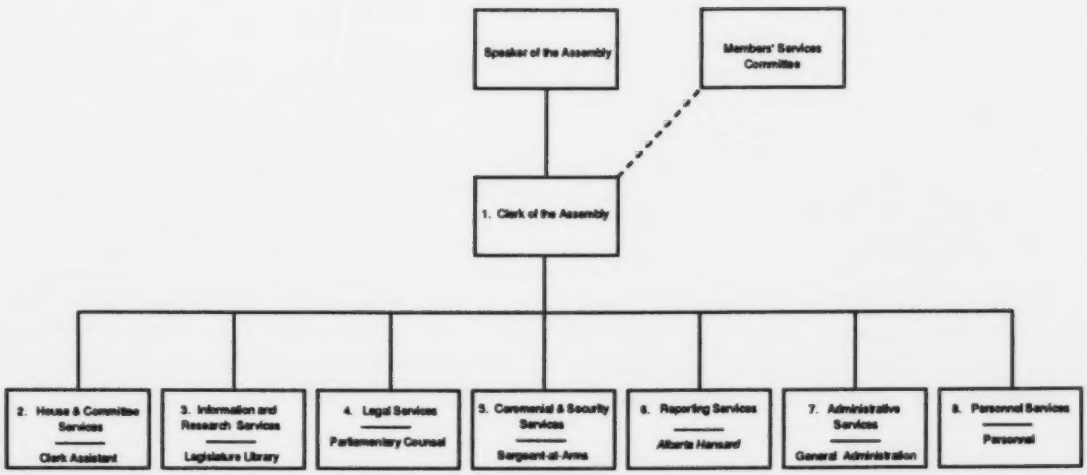
2. To provide assistance and support to members in carrying out their role as elected representatives of the people of Alberta.

3. To record the proceedings and maintain the records of the Legislative Assembly.

4. To provide public information and educational services on behalf of the Assembly.

5. To assist the Assembly in protecting its institutions and privileges.

Functional Organization Chart



Functional Statements

1. **Clerk of the Legislative Assembly**

   Provides advice and support to the Speaker and members on procedural and administrative matters.

   Manages the Legislative Assembly Office.

2. **House and Committee Services**
   Clerk Assistant

   Provides procedural advice to the Speaker and members of the Assembly.

   Manages support services to legislative committees.

   Maintains House records and manages Legislative Assembly Office records.

   Manages production of House documents.

   Manages the Legislative Intern program.

3. **Information and Research Services**
   Legislature Library

   Provides information, reference, and research services to the Legislative Assembly of Alberta.

   Co-ordinates a number of co-operative programs among Alberta government libraries.

4. **Legal Services**
   Parliamentary Counsel

   Provides legal services to the Speaker, members of the Assembly, and staff of the Legislative Assembly Office.

   Drafts Assembly documents, including private members' Bills and motions.

   Provides legal services to the Chief Electoral Officer.

5. **Ceremonial and Security Services**
   Sergeant-at-Arms

   Provides security services to the Legislative Assembly of Alberta.

   Provides page and messenger services to the Assembly during its sittings.

6. **Reporting Services**
   Alberta Hansard

   Produces the official report of what is said during meetings of the Legislative Assembly and its committees.

7. **Administrative Services**
   General Administration

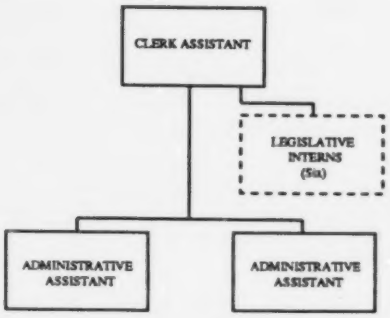
   Provides financial and administrative support to the Legislative Assembly.

8. **Personnel Services**
   Personnel

   Provides human resource management services to the Legislative Assembly.

House and Committee Services

CLERK ASSISTANT, Karen South



Beginning in March the Votes and Proceedings and Orders of the Day were typeset in-house on equipment situated in the *Hansard* office. In-house typesetting has resulted in substantial reductions in the cost of producing these documents. As well, the Legislative Assembly Office now has greater control over the appearance of the documents and can make format changes as and when required.

Following the spring sittings, the 1986 *Journals* were also typeset on the same equipment. It is expected that in-house typesetting will make possible the production of succeeding *Journals* more closely to the time of prorogation.

In July the offices of Clerk, Clerk Assistant, and Parliamentary Counsel were moved to the eighth floor of the Legislature Annex. Personnel from these offices were moved back to the Legislature Building during the fall sittings in order to facilitate services to the members; this practice of temporary relocation for sessional periods is to continue in 1988.

During session the Table officers attended daily meetings with the Speaker to discuss procedural matters.

There were 67 meetings of standing committees of the Legislative Assembly during the year. This total includes 12 meetings of the Standing Committee on Privileges and Elections, Standing Orders and Printing, which had not met since 1983. The other active standing committees were: Public Accounts, Private Bills, the Alberta Heritage Savings Trust Fund Act, Legislative Offices, and Members' Services.

A special committee was struck to select a new Ombudsman, due to the resignation of the incumbent on May 15. The committee received 249 applications and interviewed 11 applicants. At the end of that process the committee recommended the appointment of Mr. Aleck Trawick to become Alberta's new Ombudsman, and that recommendation was subsequently concurred in by the Assembly.

The two support staff who have been serving as secretaries to the various committees and providing the committees with the necessary administrative support were reclassified to Administrative Officer I following a review of the two positions and the development of appropriately updated position descriptions.

During 1987 a survey of the various record-keeping practices in place in the branches of the Legislative Assembly Office was conducted. Aside from operational files and some library material, the majority of records maintained by the Legislative Assembly Office have historical value. Every effort is made to transfer these materials to the Provincial Archives on a regular basis to ensure their accessibility to the people of Alberta in an environment designed to safeguard permanent records.

Sessional records, including such items as tablings, filings, records of debates, and petitions, are stored for approximately eight years within the Legislature Building and are then transferred to the Provincial Archives. Most documents tabled or filed in the Assembly are also deposited with the Legislature Library and may be borrowed from that source. Records of special committees struck by the House are retained for varying periods of time, depending

on the nature of the committee and the demand for its records. Standing committee records are transferred at regular intervals.

Since its inception in 1974, the Legislative Internship program had been administered by the Office of the Speaker. In 1987, however, the responsibility for that program was transferred to the Clerk Assistant. For the 1987-88 term six interns were appointed, a decrease of two from 1986-87.

Following a two-week orientation program in September, interns were assigned as follows: three to the government caucus, one to the Official Opposition, one to the Liberals, and one to the Representatives. During the fall the interns visited the Legislative Assembly of Saskatchewan while that Assembly was in session and met with Speaker Arnold Tusa, members of each caucus, House and Legislature officers and staff, and the president of the press gallery.

House Statistics

Oral Question Period

Caucus	21st Legislature First Session (1986)			21st Legislature Second Session (1987)		
	Questions	Suppl.	Time (Min)	Questions	Suppl.	Time (Min)
New Democrat	258	929	1392	265	999	1662
Liberal	122	635	837	126	736	1104
Representative	62	263	343	77	301	480
Conservative	81	191	302	78	312	471
TOTALS	523	2018	2874	546	2348	3717

Comparative House Statistics

	First Session (1986)	Second Session (1987)
No. of Sitting Days	63	81
Evening Sittings	29	30
Government Bills		
- introduced	54	60
- received Royal Assent	51	54
Private Bills		
- introduced	15	27
- received Royal Assent	14	25
Private Members' Public Bills	55	51
Government Motions		
- number debated	16	24
- number agreed to	15	22
Private Members' Motions		
- number debated	24	24
- number agreed to	6	6
Written Questions		
- number of	25	49
- accepted	17	20
- not accepted	6	25
Motions for Returns		
- number of	19	38
- agreed to	12	12
- defeated	4	19
- withdrawn	2	0
Committee of Supply (days)		
- main estimates	25	25
- A.H.S.T.F.	5	10
- Capital Fund	2	2
Tablings/Filings		
- required by statute	77	137
- voluntary tablings	55	53
- filings	78	106
Petitions (excluding private Bills)		
- presented	1	19
- read and received	1	1

Information and Research Services

Legislature Library

ASSISTANT DEPUTY MINISTER/LEGISLATURE LIBRARIAN, D. Blake McDougall

In 1987 the Legislature Library provided services at an increased level. Short and extended responses to inquiries for information and reference service increased by 12 and 29 percent respectively over 1986.

Reduced funding forced a slow-down in the microfilming of the library's archival collection of Alberta weekly newspapers, the largest such collection in the province. Nevertheless, the library's large collection of Lacombe and Wainwright newspapers was scheduled for completion by the end of the 1987-88 fiscal year. As well, the Legislature Library and the Glenbow archives in Calgary co-operated to microfilm 25 titles originating from smaller southern Alberta communities.

During 1985 the Legislature Library began an inventory of its massive collection of government publications. By the end of 1987 only those publications which are housed in storage areas had not been inventoried. This project should be completed during 1989. During 1987 the library received 22,942 government publications, bringing the total number of items in this category in the collection to approximately 200,000.

In 1977 the library adopted the automated CODOC (Co-operative Documents) system for indexing its collection of government publications. In April 1987 the 50,000th record was incorporated into this system. Work continued on the automation of the book catalogue during 1987. The system now contains 6,797 records. As well, the library produced its first microfiche copies of this catalogue in February. The total number of items in the complete collection, by conventional count, is 183,499.

In order to assist library users and Alberta government libraries, the Legislature Library continued to publish *New Books in the Library*, *List of Selected Periodical Articles*, and the *Alberta Government Libraries Newsletter* on a regular basis throughout the year. As well, two issues of the *Directory of Alberta Government Libraries* were published in 1987.

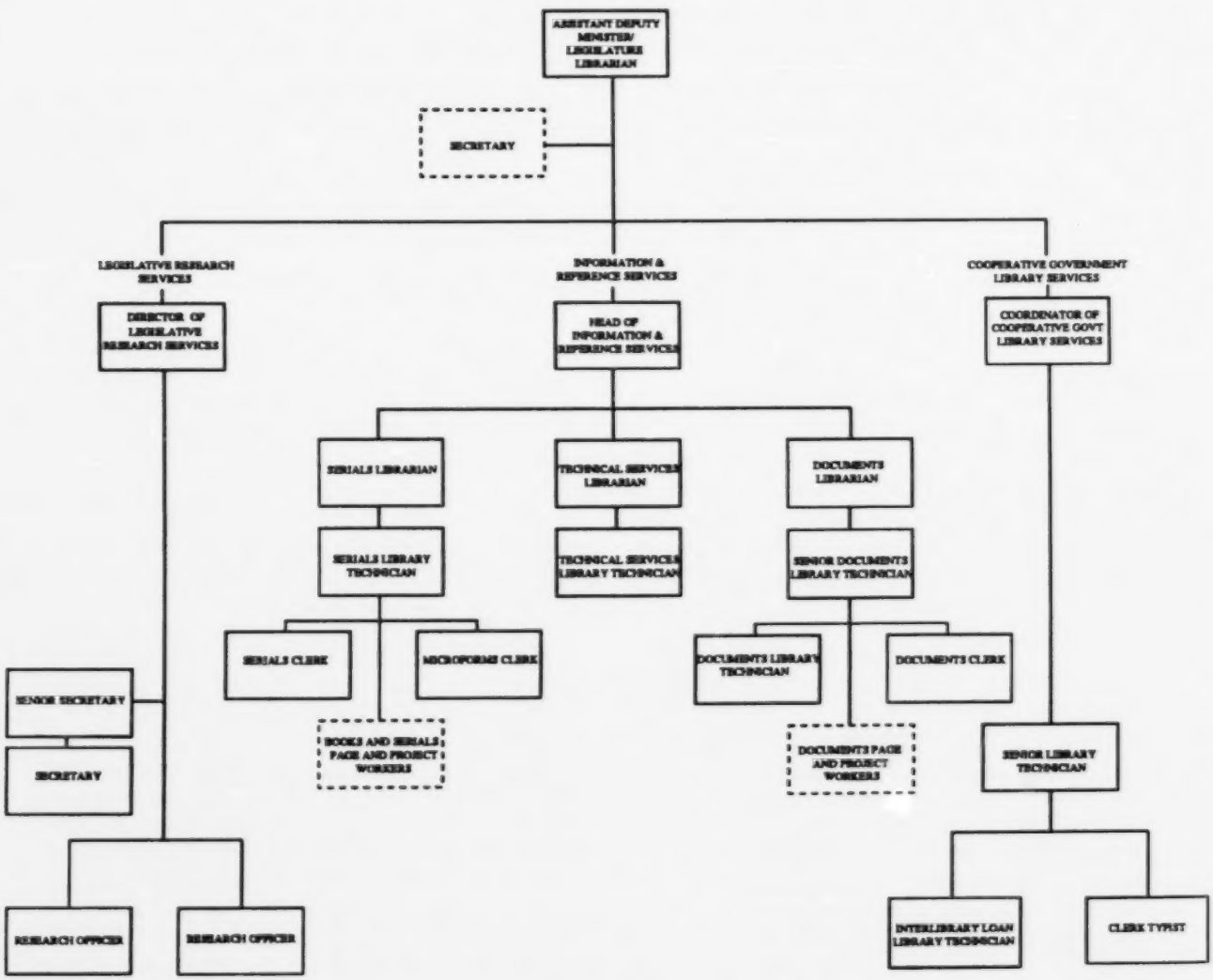
The Legislature Library continued to maintain the Government Libraries Union Catalogue, the Union List of Serials in Alberta Government Libraries, and the Alberta Government Libraries Inter-Library Loan Service. However, reduced funding forced the downgrading of the Alberta Government Libraries Union Catalogue from an automated system to a manual system during 1987-88. Although the manual system is less efficient, this valuable locating tool is still functional.

A considerable amount of time was spent providing instruction and orientation regarding the Legislature Library and its programs. Legislature staff and university and community college students are the most common types of recipients.

The Legislature Library continues to co-operate with the Legislative Assembly, government officials, and other organizations by permitting the use of its facilities for various purposes. During 1987 the reception following the opening of the Second Session of the 21st Legislature was held in the library. As well, ITV was permitted to use the library for location filming during the production of a documentary.

In February the Legislative Research Services and Co-operative Government Library Services sections were relocated from the eighth floor of the Legislature Annex building to the ninth floor as part of the general reorganization of Legislative Assembly Office space. In September the Librarian was moved to the ninth floor of the Annex and the Accounts Clerk was moved to the eighth floor to join the accounting staff in General Administration.

Legislature Library Organization Chart

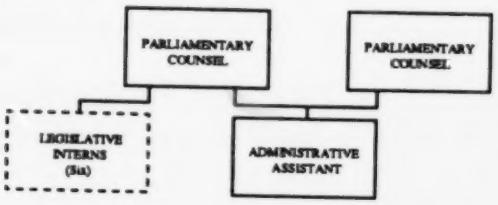


Legislature Library Comparative Statistics

	1987	1986	% Change
1. Information and Reference Services Section			
Size of Complete Collection (by conventional count)	183,499	175,767	4.4%
Circulation (Items borrowed for use outside library premises)	8,639	8,889	-2.8%
Number of Requests for "Quick" Information Service (Take less than 15 minutes)	9,682	8,674	11.6%
Number of Requests for Extended Reference Service	956	741	29.0%
2. Cooperative Government Library Services Section			
Size of the Alberta Government Libraries' Union Catalogue (Titles)	169,291	173,365	-2.3%
Size of the Union List of Serials in Alberta Government Libraries (Titles)	9,999	9,169	9.1%
Number of Requests Serviced by the Alberta Government Libraries' Interlibrary Loan Service	6,946	9,120	-23.8%
3. Legislative Research Services Section			
Oral Consultations	152	157	-3.2%
Written Communications	146	208	-29.8%
Distribution of Papers	154	153	0.7%

Legal Services

PARLIAMENTARY COUNSEL, M. W. J. Clegg and Michael P. Ritter



Part way through the 1987 spring sittings, a second Parliamentary Counsel was engaged in order to help deal more effectively with the ever-increasing workload.

The volume of work has risen steadily in all areas, particularly the demand for procedural advice and drafting services, partly because of the larger number of opposition members elected in 1986. The broader scope of support services to and benefits for members has also increased the workload of the Parliamentary Counsel in recent years. A statistical indicator of the increased workload overall is the number of private Bills and private members' public Bills, which has risen from 30 in 1975 to over 100 in 1987.

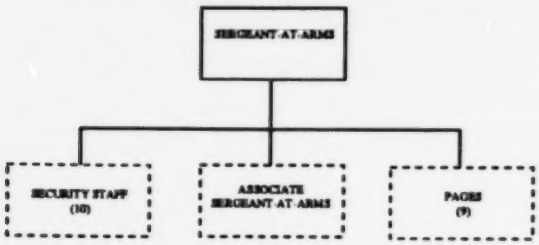
In addition to the ongoing responsibility to offer legal and procedural advice to the Speaker, to legislative committees, to MLAs, and to the Legislative Assembly Office, the Parliamentary Counsel have reviewed the contract forms used for constituency office leases and for the engagement of constituency office staff. Presentations on those two subjects were made to the Members' Services Committee for consideration.

Special areas of activity included support to the Standing Committee on Privileges and Elections, Standing Orders and Printing, which was asked to deal with matters related to the use of languages other than English in the House, and a broad range of procedural issues. A new responsibility for the Parliamentary Counsel in 1987 was to assist in the management of the intern program.

During 1987 steps were taken to produce camera-ready copy of private Bills and private members' public Bills on the typesetting equipment located in the *Hansard* office. The Systems Manager for the Legislative Assembly Office as well as the Assistant to the Parliamentary Counsel established and carried through a process of generating camera-ready copy of those Bills, beginning with the fall sittings in 1987. This practice enables the Office to assert greater control over production and involves a significantly lower cost than the previous practice.

Ceremonial and Security Services

SERGEANT-AT-ARMS, Oscar Lacombe



The Sergeant-at-Arms, who had served in that capacity for a number of years during sittings of the Assembly only and who was a full-time employee of the Solicitor General's Department, was assigned on a full-time basis to the Legislative Assembly Office on April 1. His responsibilities were expanded to include security for the Legislative Assembly Office. He continued to be supported by the Associate Sergeant-at-Arms.

Prior to the opening of the spring sittings and following the renovations to the Chamber and the galleries, a new method of issuing passes for the members' and public galleries was instituted. The passes are now issued at a desk situated north of the gallery entrances on the fourth floor of the Legislature Building. This approach has improved the overall efficiency of the security staff and security in general for the Legislative Assembly. In order to effect this change, an additional security officer was engaged, bringing the total number of security staff on contract to the Legislative Assembly Office to 10. Moving the Sergeant-at-Arms from his previous location in Room 312 to Room 413 just outside the galleries has complemented the new method of issuing passes and has helped to enhance overall security.

When the Assembly was in session, 272 groups were accommodated in the galleries; 11,186 students and 4,065 other guests attended at least some portion of the sittings of the Assembly.

A new method of selecting pages was introduced in 1987. Previously, pages were selected only from the Edmonton region. In order to open up the opportunity to young people outside this area, an approach was made to the Department of Education, and a list of all the high schools in the province was obtained. Letters were mailed to all the principals of these schools to outline the nature of the work and the various factors involved in the selection process, and a number of students from more distant schools subsequently applied. As a result of this new procedure, four of the nine page positions were filled by students from outside the Edmonton area.

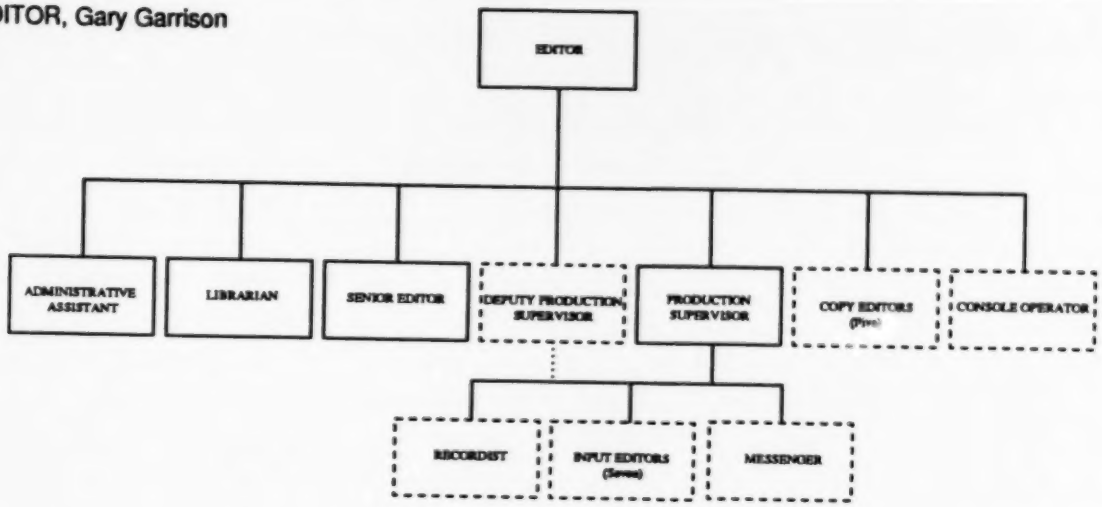
Early in the year the Mace was moved into a new display case on the third floor of the west wing of the Legislature Building not far from the Speaker's Office. The present Mace, which was donated to the province in 1955, and the original Mace from 1905 are on display in the new case permanently, except during the sittings of the Assembly, when the former is in use.

During the celebration of the 75th anniversary of the Legislature Building, the Sergeant-at-Arms received a new sword from the president of Wilkinson Sword. As part of the ceremony the original sword, which was purchased in 1907 at a cost of $29, was retired and carried from the Chamber by the Associate Sergeant-at-Arms. It is now on display along with the two Maces.

Reporting Services

Alberta Hansard

EDITOR, Gary Garrison



In 1987 the *Hansard* branch reported the proceedings of more sittings of the Assembly than in any year since 1981. In 1987 there were 81 sitting days, including 29 night sittings and one special Friday afternoon sitting, compared with 85 sitting days and 34 night sittings in 1981. As well, *Hansard* reported more hours of committee meetings than in any year since 1981 with the exception of 1983.

Many major changes occurred in the *Hansard* branch in 1987. For the spring sittings, *Hansard* began next-day service on reports of House proceedings. The branch was partially reorganized, and a new production schedule was designed to provide for faster turnaround on transcripts of House and committee proceedings. A new policy was introduced regarding the posting of Blues.

In January editorial policy was modified slightly, calling for less editing as per the terms of Standing Order 108.

Prior to the spring sittings, desktop publishing equipment was acquired and used to produce camera-ready copy of the reports of the House and its committees. The acquisition of this equipment enabled the branch to save from one-third to one-half of the cost of typesetting and printing *Hansard* issues. As well, producing the copy in this way enabled the branch to avoid some of the technical problems which had caused delays and concerns in previous years and to accomplish the transition to next-day service with greater ease.

Following an open tendering process, a new printing contract for *Hansard* was awarded covering the period from February 1, 1987 to December 31, 1988.

In February *Hansard* offices were moved from the Legislature Building to the ninth floor of the Legislature Annex. Vault space previously occupied in the Legislature Building was vacated in October and the contents moved to a vault in the Legislature Annex.

Prior to the spring sittings, the input editor positions were reclassified from Public Affairs Officer II to Clerk III. During the spring, a system of regular performance appraisals for part-time staff was introduced, new descriptions were drafted for all positions, and all nonmanagement positions were audited by a Personnel Administration consultant.

A user survey was conducted in June. The results indicated that there was general appreciation of the faster turnaround on the *Hansard* reports of the House proceedings, and there was nearly unanimous agreement among the respondents that *Hansard* services generally have been good to very good. The survey also indicated that there was a significant interest in having the capability to conduct computer searches of *Hansard* text for key words. Subsequently, during the summer, in conjunction with Public Works, Supply and Services, a feasibility study was undertaken regarding on-line computer searching of the text, and funds were proposed for this project in the 1988-89 estimates.

In the fall a microcomputer was purchased and software development was begun to enable the branch to produce the index in-house. In doing so, the branch expects to realize a significant cost savings and to gain greater control over the data, while having a computer program that is more efficient and more suited to *Hansard* needs than the previous program.

The bound volumes for the spring sittings were produced prior to the fall sittings. Those two volumes will be supplemented by a third volume to be produced early in 1988, which will include the fall sittings and the index.

A program of hardcover binding of committee transcripts was begun in the fall to aid in the storage of this material and the ease with which it can be referred to.

Prior to the fall sittings, plans were made to begin work to produce a *Hansard* record from tapes of House proceedings from 1965 to 1971, which are stored at the Provincial Archives. One *Hansard* issue for 1971 was produced as a sample.

Hansard Statistics

House

Year	Sitting Days	Total *Hansard* Pages	Sitting Hours
1987	81 (30 nights)	2,340	311.10
1986	69 (29 nights)	1,932	277.85
1985	51 (22 nights)	1,350	193.13
1984	64 (25 nights)	1,512	219.78
1983	78 (26 nights)	1,936	281.16
1982	40 (14 nights)	942	136.72
1981	85 (34 nights)	2,346	340.46

Hansard Statistics

Committees

Year	No. of Meetings	Total Pages	Meeting Hours
1987	67	1,032[1]	122.04
1986	55	610	80.02
1985	74	1,098	102.98
1984	66	714	85.96
1983[2]	92	2,536	182.25
1982	25	536	53.20
1981	50	878	71.00

[1] Starting March 5, 1987, committees followed *Hansard* format.

[2] The 1983 figures include 13 meetings (55.68 hours) of the Select Committee on the Workers' Compensation Act and the Occupational Health and Safety Act.

Index Inquiries

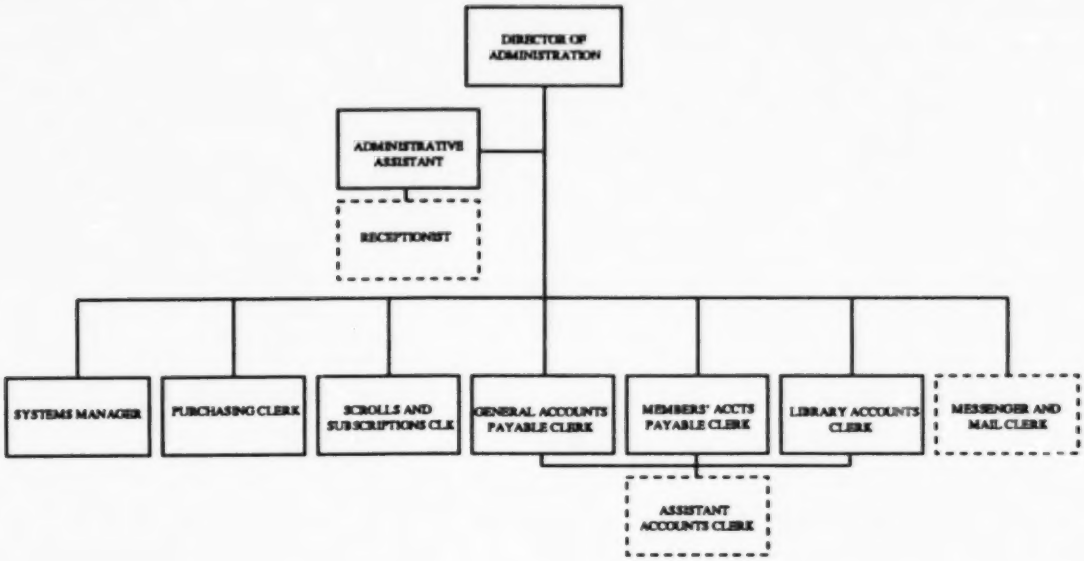
Year	Legislative Assembly	Departments	Public	TOTAL
1987	100	22	45	167
1986	81	14	29	124
1985	69	9	16	94
1984	88	12	23	123
1983	37	20[3]		57

[3] In 1983 inquiries from government departments and the public were combined.

Administrative Services

General Administration

DIRECTOR OF ADMINISTRATION,
Kathy Bruce-Kavanagh



In February 1987 a new Director of Administration was appointed to fill the vacancy in that position. During the year the number of full-time positions in the branch increased to eight as a result of moving the Accounts Clerk from the Legislature Library to General Administration, thereby centralizing the accounting operation of the entire Office. This transfer took place following recommendations by Treasury and the Directional Plan, which was submitted early in the year.

Of the eight full-time positions in the branch, new position descriptions were drafted for six, and those six were subsequently audited by Personnel Administration. As a result of that process, three of those positions were reclassified. Three positions which had previously been filled by persons paid for through the priority employment program and the summer temporary employment program were made into full-time wage positions.

The accounting system was reorganized. A close examination was made of the activities of the accounts clerks and greater efficiency was achieved by reassigning data entry responsibility. The turnaround time on documents processed was decreased from 23.7 days at the start of the year to 21.3 at year's end. The accounts filing system was also revamped, thereby making information retrieval easier and faster.

The actual work on accounts data, however, has been hampered by software programs which were written to accommodate a much lower volume of work. Storage space on the electronic office automation system was also becoming a problem to the extent that some data had to be archived monthly. Late in the year the Members' Services Committee approved in principle the formulation of an electronic data processing plan for the entire Legislative Assembly Office and initiated a pilot project to facilitate electronic communication between

the constituency offices and the Legislature offices of MLAs, which, of course, would be linked to the office automation system presently in place.

The office automation system supported by General Administration consists of four integrated control units, 51 word processing terminals, nine personal computers, 25 printers of various types, a standalone microcomputer, and a desktop publishing terminal with a special laser printer attached. The changes to the system during 1987 included acquisition of communications software to facilitate data transfer and inquiry with the mainframe system operated by Public Works and the addition of the desktop publishing system and the microcomputer, both of which are located in the *Hansard* office. Operational support continued to be provided to all branches of the Assembly, and as can be seen in the General Administration statistics included in this report, support in all areas for which statistics were kept were up substantially from 1986.

A change was made in the way in which purchasing was done by the various branches during the year. Each of the branches was given the responsibility for issuing its own purchase orders rather than relying on the Purchasing Clerk, as had previously been the practice.

General Administration's office space on the north side of the eighth floor of the Legislature Annex building was reorganized. The space occupied by the branch was virtually doubled, thereby providing adequate work space and storage space to accommodate the growing quantity of records, which has tripled since July 1986. This dramatic increase has resulted from a number of changes in funding for MLAs, the fact that more MLAs have established constituency offices, and the creation of more records under the DFS/CFS expenditure system than had been created by the previous AFIS system.

The branch spearheaded budget preparations for the 1988-89 fiscal year beginning in August 1987 and carrying on through the early part of 1988.

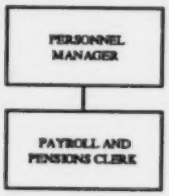
The administrative procedures manual is being rewritten. It is expected that this project will be completed during the first half of 1988, and the plan is to keep it updated thereafter on an ongoing basis.

General Administration
Comparative Statistics

	1987	1986	% Change
Invoices processed	26,314	23,287	13%
Mail processed	29,535	23,324	27%
Scroll requests	3,333	1,920	74%
Hansard subscriptions	775	853	-10%
Bound *Hansard* subscriptions	111	104	7%
Sessional mail subscriptions	914	770	19%
Votes & Proceedings subscriptions	345	338	2%
Bills, hand delivered	268	196	37%
Orders of the Day, hand delivered	407	419	-3%
Direct purchase orders issued	635	700	-9%
Promotional requests filled	685	1,500	-54%
MLA purchase orders processed	4,800	2,515	90%
Other requests	2,440	2,883	-15%
Special requests	203	234	-13%
Office automation systems			
Number of training sessions	72	28	157%
Hours of training	250	222	13%
Operator assistance requests	390	238	64%
Maintenance calls	168	102	65%

Personnel Services

PERSONNEL MANAGER, Ruth Coppens



In November 1987 a Personnel Manager was appointed, reporting to the Clerk of the Assembly. Prior to that appointment, personnel services had been provided by a Personnel Clerk, who was assisted by a Payroll and Pensions Clerk. It is expected that these changes will allow the Personnel Manager and the Payroll and Pensions Clerk to provide more comprehensive personnel advice and support services to the Legislative Assembly Office.

During the year existing organization structures and position classifications were reviewed in a number of areas. A number of recommendations were made and implemented. Seven positions in the organization were reclassified as a result of the review.

As a result of downsizing, several permanent positions were abolished, all but one of which were vacant. The one permanent employee affected was able to find another position through the government program designed to aid persons whose positions have been abolished.

A number of employees were provided with relevant developmental training courses.

A formal performance appraisal system for part-time wage employees was introduced in *Hansard*.

A revised benefits package was implemented for members of the Legislative Assembly in 1987, providing more comprehensive extended health coverage and life insurance for MLAs.

A review of all employment contracts was initiated to examine the conditions of employment specified in those contracts and the format of the contracts. Standard formats were developed by the Parliamentary Counsel for some contracts; the review of others is continuing.

Personnel Statistics

1. STAFF COMPLEMENT (as of December 31, 1987)

	Perm.	Project	Contr.	Sessional[1]	Wages	TOTAL
Speaker's Office	1	1	2	0	0	4
General Admin.	8	0	0	0	4	12
Personnel	2	0	0	0	0	2
House Services	4	0	0	0	1	5
Parliamentary Cnsl.	2	0	1	0	0	3
Security	0	0	11	6	0	17
Library	20	0	0	1	5	26
Hansard	5	0	1	15	0	21
Caucuses (4)	1	21	44	0	0	66
Members	0	83	0	0	0	83
Interns	0	0	6	0	0	6
TOTAL	43	105	65	22	10	245

[1] Some of these staff were employed during sittings of the Assembly but not on December 31, 1987.

2. EMPLOYMENT PROGRAMS

	STEP[2]	PEP[3]	ESP[4]	QUEBEC/ALBERTA EXCHANGE
Speaker's Office	0	0	0	0
General Admin.	1	1	0	0
House Services	0	0	0	0
Library	0	0	0	0
Hansard	0	1	0	0
Caucuses (4)	12	5	3	1
Constituency Offices	63	35	2	0

[2] Summer Temporary Employment Program
[3] Priority Employment Program
[4] Employment Skills Program

3. STAFF TURNOVER

New Appointments	35
Terminations	33
Transfers Out	3
Internal Promotion	1

4. CLASSIFICATION

Reviews Done	17
Reclasses Up	7
Reclasses Down	1
Update Only	3
No Change	6

5. STAFF DEVELOPMENT

Courses Attended	16
Courses Cancelled	12
Course Subsidizations	1

Special Events

On July 22 the Duke and Duchess of York unveiled a plaque on the grounds south of the Legislature Building in commemoration of the 75th anniversary of the Legislature Building.

On September 3 a special ceremony was held at the Legislature Building as part of the 75th anniversary celebration. All current members of the Assembly, as well as all former members and their immediate families, were invited. Eighty-nine former members attended, representing a combined total of 1,200 years of service with the Assembly. Highlights of the ceremony included: the unveiling of a new carved wooden coat-of-arms above the main doors to the Chamber, the presentation of a new robe of office to the Lieutenant Governor, the presentation of Speaker's chairs to Speakers Art Dixon and Gerard Amerongen, the presentation of the special 75th anniversary book to Her Honour the Lieutenant Governor, the unveiling of the portrait of former Lieutenant Governor, the Honourable Frank C. Lynch-Staunton, the unveiling of the Speaker Amerongen portrait, a presentation of ceremonial trumpets and banners by the city of Calgary, retirement of the original Sergeant-at-Arm's sword, and the presentation to the Speaker of a new ceremonial sword by Wilkinson Sword of Canada.

A book about the Legislature Building entitled *The Alberta Legislature: A Celebration*, authored by Frank Dolphin, was commissioned by the Legislative Assembly Office and published in conjunction with the celebration.

On October 6 a special ceremony conducted by the Speaker was held to invest the Clerk and the Clerk Assistant in their new positions.

On October 6 the new Ombudsman, Mr. Aleck Trawick, was sworn in by the Speaker in a public ceremony which took place in the Carillon Room.

Interparliamentary Relations

The Hon. Speaker, Members of the Legislative Assembly, and staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and with other representatives of foreign countries. In 1987 such liaison included the following visits:

April 13 Dr. Oscar Maurtica, Ambassador of Peru
April 27 Bernard Mtawali, High Commissioner of Malawi
April 29 Japanese Ambassador
May 7 British Consul-General
May 11 Nelson Riis, MP for Kamloops Shuswap
May 20 Prince and Princess of Japan
May 22 Hungarian Parliamentarians
June 2 Per Fergo, Ambassador of Denmark
June 8 Erwin Boll, Consul-General of Germany
June 10 High Commissioner of Britain
June 13 India Parliamentarians
June 22 Miroslav Toman, Minister of Agriculture, Czechoslovakia
July 15 Montree Pongpanit, Minister of Commerce, Thailand
July 22 Duke and Duchess of York
July 27 Madam Wang Jun, Vice Chair, Heilongjiang People Congress
Aug. 19 Dr. Arturo Hernandez Gristani, Minister of Energy & Mines, Venezuela
Aug. 25 Sergio A. Barrera, Ambassador, Philippines
Sep. 8 Higashikawa-Cho Mission, Japan
Sep. 11 Vladislov Tretiak
Sep. 21 European Parliamentarians
Sep. 25 - Oct. 5 Speakers of B.C. Legislative Assembly and Washington State
Oct. 5 British Parliamentarians
Oct. 13 Edward Casey, Parliamentarian, Queensland, Australia
Oct. 13 Australian Parliamentarians
Oct. 16 Zhang Wenpu, Ambassador, People's Republic of China
Oct. 21 Serge Pinot, French Consul-General
Oct. 21 Trinidad and Tabago Dignitaries
Oct. 22 Soviet Delegation
Oct. 23 Gerald Yetming, High Commissioner, Trinidad and Tabago
Oct. 30 - Nov. 6 Speakers of Ontario Legislative Assembly and House of Commons
Nov. 12 Mr. Mamoru Funakaski, OBE, Consul-General of Japan, retirement
Nov. 18 King of Norway farewell
Nov. 30 Mr. Mamoru Funakaski,, OBE, Consul-General of Japan, farewell
Dec. 7 Consul-General of France
Dec. 8 Gianfranco Manezrassi, Consul-General of Italy
Dec. 30 Tetsuo Nonogaki, Consul-General of Japan

Participation in National and International Organizations

January 28 to February 1, Presiding Officers' Conference. Attended by: Speaker David J. Carter, Deputy Speaker John Gogo, Deputy Chairman of Committees Eric Musgreave, and Acting Clerk Karen South.

March 26 to 29, Commonwealth Parliamentary Association Conference on the Parliamentary Tradition in Canada. Attended by: Speaker David J. Carter, Opposition Leader Ray Martin, Fred Bradley (Member for Pincher Creek-Crowsnest), and Rod Scarlett, Executive Assistant to the Speaker.

May 29 to 31, Commonwealth Parliamentary Association Regional Council, Executive Meeting. Attended by: Speaker David J. Carter and Acting Clerk Karen South.

June 5 to 10, Canadian Political Science Association Conference. Attended by: John McDonough, Director of Legislative Research Services.

June 11, Association of Parliamentary Librarians in Canada. Attended by: D. Blake McDougall, Legislature Librarian.

June 29 to July 2, Syntopican Conference. Attended by: Kathy Bruce-Kavanagh, Director of Administration, and Sheila Unger, Systems Manager.

July 4 to 9, Conference of Legislative Officers. Attended by: Walter Buck (Member for Clover Bar) and John Gogo (Member for Lethbridge-West).

July 5 to 8, Annual Meeting of Canadian Council of Public Accounts Committees. Attended by: Barry Pashak (Member for Calgary-Forest Lawn), Ron Moore (Member for Lacombe), and Committee Secretary Ann Conroy.

July 15 to 17, Hansard Association of Canada Conference. Attended by: Gary Garrison, Editor, and Deirdre Grist, Librarian, *Alberta Hansard*.

July 19 to 26, Commonwealth Parliamentary Association Canadian Regional Conference. Attended by: Speaker David J. Carter, Pam Barrett (Member for Edmonton-Highlands), Glen Clegg (Member for Dunvegan), John Drobot (Member for St. Paul), Halvar Jonson (Member for Ponoka-Rimbey), and Steve Zarusky (Member for Redwater-Andrew).

July 20 to 24, Commonwealth *Hansard* Editors' Conference. Attended by: Gary Garrison, Editor, *Alberta Hansard*.

July 26 to 31, National Conference of State Legislatures. Attended by: Speaker David J. Carter, Robert Hawkesworth (Member for Calgary-Mountain View), Ray Speaker (Member for Little Bow), and Michael Ritter, Parliamentary Counsel.

August 6 to 7, Association of Parliamentary Counsel in Canada. Attended by Michael Clegg, Parliamentary Counsel.

August 8 to 12, Uniform Law Conference. Attended by: Michael Clegg, Parliamentary Counsel.

August 10 to 14, Annual Meeting of the Association of Clerks-at-the-Table in Canada. Attended by: W. J. David McNeil, Clerk, and Karen South, Clerk Assistant.

August 16 to 20, Joint Conference of American and Canadian Legislative Clerks and Secretaries. Attended by: W. J. David McNeil, Clerk, and Karen South, Clerk Assistant.

August 19 to 22, Canadian Association of Sergeants-at-Arms. Attended by: Oscar Lacombe, Sergeant-at-Arms.

August 28 to September 6, Commonwealth Parliamentary Association General Conference. Attended by: Alan Hyland (Member for Cypress-Redcliff) and Nigel Pengelly (Member for Innisfail).

September 9 to 11, Canada-U.S. Legislative Visits Program (Fisheries and Agricultural Trade Issues). Attended by: Jack Ady (Member for Cardston) and Robert Fischer (Member for Wainwright).

September 14 to 16, Canadian Ombudsman Conference. Attended by: Several members of the Legislative Assembly.

September 27 to 30, Council on Governmental Ethics Laws Conference. Attended by Dr. Robert Elliott (Member for Grande Prairie).

November 29 - December 1, Canadian Comprehensive Auditing Foundation Conference. Attended by: John Drobot (Member for St. Paul) and Glen Clegg (Member for Dunvegan).

Summary of Budget Estimates by Account
Legislative Assembly Office

CODE	DESCRIPTION	1986-87 ESTIMATE	1987-88 ESTIMATE
	Salaries, Wages & Employee Benefits		
511A99	Salaries – Permanent	$ 1,526,569	$ 1,421,169
511B99	Salaries – Nonpermanent	1,101,030	1,083,795
511C99	Wages	260,327	259,038
511D99	Contract Employees	1,265,652	1,121,848
511E99	Employer Contributions	415,846	425,287
511F99	Allowances & Supp Benefits	29,235	16,900
Subtotal		**4,598,659**	**4,328,037**
	Supplies & Services		
512A99	Travel Expenses	1,160,922	1,360,472
512C99	Advertising	117,832	114,040
512D99	Insurance	2,000	2,000
512E99Z	Freight & Postage	420,772	441,712
512G99	Rental of Prop, Equip & Goods	687,001	667,688
512H99	Telephone & Communications	344,960	371,655
512J99	Repair & Maint of Equipment	163,012	168,569
512K99	Prof, Tech & Labor Services	2,691,833	2,670,253
512L99	Data Processing Services	103,750	60,225
512M01	Hosting	87,648	98,465
512N99Z	Other Purchased Services	9,210	9,210
512P99	Materials & Supplies	891,997	699,278
512P11C	Data Processing Supplies	–	10,500
Subtotal		**6,680,937**	**6,674,067**
	Other Grants		
513X99	General	16,495	19,500
Subtotal		**16,495**	**19,500**
	Purchase of Fixed Assets		
524C99	Data Processing Group	136,890	114,135
524F99Z	Office Equipment	65,370	36,800
Subtotal		**202,260**	**150,935**
	Other Expenditures		
515A99	Payments to MLAs	4,120,871	4,628,004
Subtotal		**4,120,871**	**4,628,004**
TOTAL EXPENDITURE		**$15,619,222**	**$15,800,543**